

City of Harrington Position Description

CLASS TITLE: ACCOUNTANT GRADE 19

DEPARTMENT: ADMINISTRATION

DATE: May 11, 2018

SUMMARY STATEMENT

Performs professional governmental municipality accounting work; examines, analyzes, reconciles and verifies fiscal records and reports; prepares financial reports and provides advice and information on accounting practices and procedures in accordance with generally accepted accounting principles for the City; may provide work direction to technical and clerical employees; performs related and other work as required.

Responsible for developing and overseeing the administration of policies and procedures and work products. Formulates and communicates goals and policies to subordinates, superiors and others throughout the City. The position has the primary responsibility for ensuring a high degree of accuracy and quality in all financial documents and in developing systems to efficiently and accurately make decisions.

Knowledge of accepted principles and interrelationships of fund accounting, auditing, and fiscal management; of accounting systems and data processing interrelationships; and of spreadsheet software. Ability to effectively apply accounting and auditing techniques and procedures in the work performed; to prepare clear, complete, concise reports; to communicate effectively orally and in writing; and to establish and maintain cooperative relationships with those contacted in the course of work.

The position is recognized as a seasoned and fully proficient accountant and/or financial analyst and financial administrator, requiring a self-directed and highly motivated employee with overall responsibility for the direction of the financial reporting and general accounting operations of the City.

DESCRIPTION

Essential Duties and Responsibilities:

- Perform professional accounting work in accordance with a prescribed accounting system and generally accepted accounting principles.
- Maintain general ledger, prepare adjusting journal entries, reconcile and analyze all general ledger statement of net position accounts, certain revenue and expense accounts, journals and/or financial statements and prepare and analyze financial statements.
- Review entries made to various financial records for proper coding and maintenance of proper accounting procedures.
- Verify financial reports and statements and accounts and records of expenditures.

- Ensure the accuracy of financial information in accordance with City, State, Federal laws and generally accepted accounting principles.
- Assist with and oversee the various payroll and accounts payable activities normally performed by the City Clerks.
- Assist in annual budget preparation process and execution.
- Prepare, analyze, and review reimbursements, expenditures, fund condition, or other proprietary and budgetary accounts.
- Verify budget authorizations; verifies, approves, and screens fiscal documents such as purchase orders, vouchers and requisitions.
- Ensure fiscal conformance of grant budgets, purchases, draw down of funds and grant reporting to federal & state program rules and regulations, including preparation of Schedule of Expenditures of Federal Awards.
- Maintain records for City's fixed assets group of accounts.
- Conduct audits of various petty cash funds, evaluate cash handling procedures for compliance with accepted accounting practices so that proper segregation of duties is maintained within the City.
- Assist in preparation of annual audit of financial statements.
- May provide work direction to technical and clerical employees.
- Oversee the City employee benefits program maintained by the City Clerk - Personnel.
- Oversee the City insurance programs maintained by the City Clerk – Personnel.
- May provide work direction to other staff members.
- Any other duties as assigned.

Supervision Received:

Work under the general supervision of the City Manager.

REQUIREMENTS

- Ability to establish and maintain effective working relationships with supervisor, employees, other departments, officials and the public.
- Ability to communicate effectively verbally and in writing.
- Working knowledge of Generally Accepted Accounting Principles (GAAP).
- Working knowledge of Governmental Accounting Standards Board (GASB) pronouncements.
- Working knowledge of fund accounting and budgetary procedures.
- Ability to maintain efficient and effective financial systems and procedures.
- Ability to prepare and analyze financial reports.
- Ability to follow directions and instructions.
- Ability to maintain a high degree of confidentiality regarding material of potentially sensitive nature.
- Establish a working knowledge of City's Charter and General Code.
- Proficiency with computerized governmental fund accounting software, specifically Edmunds MCSJ software and MS Office.
- Ability to supervise staff.
- Working knowledge of City, County, State, and Federal government activity.
- Ability to present a professional image.
- Must maintain high levels of accuracy and organizational skills.

EDUCATION AND EXPERIENCE REQUIREMENTS

Requires a Bachelor's degree from an accredited college or university with major coursework in accounting, finance or business with experience as stated in the requirements below or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Five years of experience in –

- Accounting in the public sector which includes recording, verifying and reporting financial information using Generally Accepted Accounting Principles (GAAP).
- Financial analysis which includes compiling, analyzing and interpreting financial data to ensure effective and efficient accounting of funds or to make projections for financial planning.
- Interpreting laws, rules, regulations, standards, policies, and procedures.
- Using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
- Knowledge of preparing financial reports which includes combining and presenting financial data from multiple sources in an organized format.

Special Requirements:

Must be bondable and obtain a current Criminal History Back Ground check. Must have a valid driver's license.

Tools & Equipment Used:

Personal computer, including word processing, spreadsheet and data base software (currently MS Office), phone, copy machine, fax machine.

Physical Requirements

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to an individual with disabilities to perform essential functions. Individuals must possess the ability to observe and follow all safety rules and acts that are presented in the personnel policy manual.

The employee must occasionally lift and/or move objects up to 5 or more pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is relatively quiet.

SELECTION GUIDELINES

Formal application, submission of resume, rating of education and experience; oral interviews and reference check; job related tests may be required. Final selection is recommended by the City Manager to the Personnel Committee and City Council for final action.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: 
City Manager

Effective Date:
5/16/2018

Revision History:
5/16/2018